



Security Clearances and Departure Processing

Laboratory workers who plan to retire, are about to go on an extended leave of absence (LOA), or otherwise expect to change their employment status must follow specific steps if they need to retain their security clearances.

The Department of Energy (DOE) requires that a worker's clearance be terminated when he or she terminates from the Laboratory. However, visiting the SEC-PSS6 Clearance Processing Office well in advance of the change in employment status will ensure that the worker and the Laboratory comply with DOE clearance requirements.

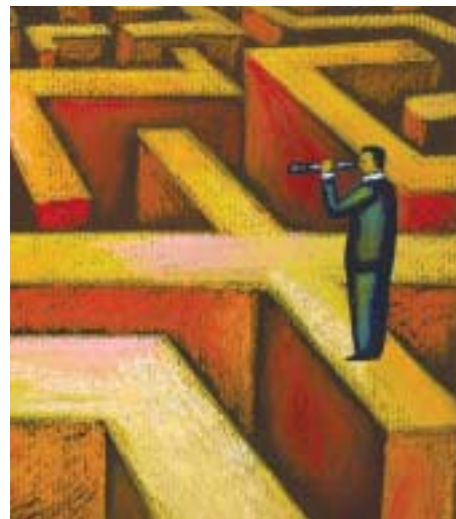
SEC-PSS6 may request that DOE keep clearances active for a period of time, depending on the circumstances, for cases such as a:

- LANS retiree who expects to work again at the Laboratory in another employment category, such as a contractor, affiliate, guest scientist, or consultant;
- worker who will go on LOA;
- student who will go on casual status; or
- worker who expects to transfer to another company at LANL.

SEC-PSS6's ability to retain a worker's clearance depends on advanced notice. Several other employee actions may be required and are handled on a case-by-case basis.

Departure Process

The Laboratory departure process ensures the safe and secure return of property, information, and material (classified matter including CREM, property, records, purchase cards, crypto cards, equipment, badges, etc.). It also helps facilitate clearance retention if required and authorized.



Retaining Your Clearance After a Change in Your Employment Status

1. Plan ahead and finalize your date of change in employment status. Communicate your decisions to your management as soon as possible to ensure a smooth transition for you, your group, and the Laboratory.
2. Your line manager must immediately begin processing the appropriate departure form.
3. Visit the Clearance Processing Office as soon as possible to ensure your clearance is handled properly.

References:

- 1) Director's Instruction 06-002.0, "Worker Departure and Workspace Inspection Processes": <http://policy.lanl.gov/pods/policies.nsf/MainFrameset?ReadForm&DocNum=D106-002&FileName=di06002.pdf>
- 2) Security Smart: Clearing Your Office (March 2006): http://int.lanl.gov/security/documents/security-smart/ss_clearoffice.pdf

When workers leave the Laboratory, the responsible line manager is required to complete the appropriate LANL departure processing form:

- Departure Processing Form - For LANS Employees Terminating Employment
- Departure Processing Form - For Students Going on Casual Status
- Departure Processing Form - For Employees Going on LOA
- Departure Processing Form - For Staff Augmentation Contingent Workers



For additional information about the departure process, see the Director's Instruction 06-002.0, "Worker Departure and Workspace Inspection Processes."

Line Manager Responsibility

The responsible line manager may delegate completion of the departure processing form to another LANL employee within his or her organization; however, the manager retains accountability for its completion. The manager may not delegate the process to the departing worker.

Human Resources maintains a database to track the completion and submission of Departure Processing

Forms. To ensure these forms are completed in the required timelines for LANS workers, the system includes a series of emails that are sent

each week to line managers if the departure process is not completed.

Following the departure process ensures an easy transition, including clearance retention when authorized, if a worker changes his or her employment status.

Additional Forms

In addition to the Processing form, departing workers may need to fill out the following forms. Your group management will be able to tell you which of the following forms are needed to complete the departure process.

- LOA Clearance Retention Request (LOACRR)
- Security Termination Statement Form (#5631.29)
- Notification of Permanent Inactivation of Badge (NPIB) Form (#1672)
- Student Clearance Acknowledgement (SCA)

Resources

- Badge Office, 7-6901, badge@lanl.gov
- SEC-PSS6 Clearance Processing Office, 667-7253, clearance@lanl.gov
- Security Help Desk, 5-2002, security@lanl.gov
- Human Resources Termination website:
<http://int.lanl.gov/worklife/benefits/lifeevents/termination.shtml>